



OneCode ACS[™]

Automated address corrections featuring the
4-State Customer Barcode

Introductory Version (Fall 2006)

**Intelligent Mail and Address Quality
6060 Primacy Pkwy Ste 201
Memphis TN 38188-0001
800-331-5746**

OneCode ACS™ is a new option for customers mailing automation compatible letters to receive electronic address corrections. The first letter image below contains several lines of data beyond the usual delivery and return addresses. There is an *Ancillary Endorsement* ⁽¹⁾ that provides the Postal Service™ with the sender's instructions of how to handle the mail if it is undeliverable as addressed. The top line of the delivery address block is a *PLANET® barcode* ⁽²⁾, which contains tracking information for the Confirm® program. The second line contains the *ACS participant ID* ⁽³⁾, identifying the sender to the USPS®. The next line contains the *ACS keyline* ⁽⁴⁾ delimited by number signs, which identifies the recipient in the sender's mailing list. The *POSTNET™ barcode* ⁽⁵⁾ at the bottom of the address block contains sorting information specific to the recipient's address. **All of this information is contained in the single barcode in the second letter image.**

ABC Company
123 Main Street
Whoville US 12345-6789



¹Address Service Requested

² |||||

³ #BWBJDCK *****38188

⁴ #901 681 4676#

INTELLIGENT MAIL AND ADDRESS QUALITY
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

⁵ |||||

ABC Company
123 Main Street
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The 4-State Customer Barcode and Its Uses

The 4-State Customer Barcode is a new barcode that will not only contain data to sort mail, but also contain data in support of other services such as Confirm® and ACS™. The USPS® developed the 4-State Customer Barcode to encode routing information and tracking information that can be read by automated mail processing equipment to sort mail and to provide tracking information to business mailers.

While ACS™ is not a new service, mailers can access this new option by using a new barcode - the 4-State Customer Barcode. The barcode will include a numeric Business Entity Identifier (BEI) in place of the ACS participant code as well as a unique numeric mailpiece identifier instead of the mailer keyline.

This new option will be available only for First-Class™ automation-compatible letter-size mail in the introductory version. The use of an ancillary service endorsement is not required, although a new generic endorsement will be introduced. Mailers will insert a Service Type Identifier into the barcode to specify which service(s) they are requesting. Mailers must incorporate the ACS endorsement request in the Service Type Identifier, the BEI code in the Customer Identifier field and the unique mailpiece identifier in the Sequence

Number field of the barcode in accordance with USPS document *Specification USPS B-3200*. We will modify standards for OneCode ACS in the future to accommodate additional mail classes, processing categories, and endorsements as our technology evolves.

How It Works

When a mailpiece is intercepted or identified by delivery personnel as undeliverable-as-addressed due to customer relocation, the mailpiece (depending on its mail class and endorsements) is sent to the forwarding unit responsible for processing mail destined to that delivery address. An attempt is made to match the name and address to a Change of Address (COA) on file. If a match is attained and the mailpiece bears a readable, valid 4-State Customer Barcode with the required fields properly filled, the opportunity exists for an electronic notification to be generated. Mailpiece data is captured through the barcode to generate OneCode ACS mailer notices as the mailpiece travels through the Postal Service automated equipment to its final destination.

OneCode ACS fulfillment notifications generated by Postal Service automation are transmitted to the National Customer Support Center (NCSC) in Memphis, Tennessee, where they are consolidated by participating mailer and then distributed to the mailers at their requested interval.

Move-Related and Non- Move-Related Notifications

The primary objective of OneCode ACS is to provide COA information electronically. However, OneCode ACS may also capture and provide a portion of a mailer's non-move-related notifications electronically. If a mailpiece qualifies as undeliverable for a reason other than a move, the mailer can receive the notification electronically that the mailpiece was returned to the sender under Address Service Requested Option 2 service. In this introductory version, the reason for nondelivery is not available. It will be available in future versions.

Address Coverage

There are certain types of addresses that are not currently processed by postal forwarding units. In general they include college and university, military bases, individuals within a business, or single point deliveries including but not limited to Commercial Mail Receiving Agencies, prisons, hospitals, nursing homes, fraternity houses, and APO/FPO. OneCode ACS will be able to provide mailpiece return notifications for pieces returned from these addresses under Address Service Requested Option 2. No address corrections will be provided, as the Postal Service does not currently accept Changes of Address from these address types.

Feature Availability

The initial offering of OneCode ACS is considered to be Version 1. Version 1 is limited by class (First-Class Mail® only), shape (automation letters only), endorsement (Address Service Requested and Address Service Requested Option 2 only), and 4-State Customer Barcode placement (above the address block only). It provides the mailer with a “notice of returned mailpiece” instead of a reason for nondelivery in a non-Move Related condition when Address Service Requested Option 2 is indicated. It does not provide the COA name or the Deliverability code, but does provide the entire 4-State Customer Barcode data. Version 2 will provide the COA name and the Deliverability code except in the case of addresses identified in the Address Coverage section above. Those records will continue to be a notice of returned mailpiece. Additional availability of OneCode ACS by endorsement, mail class, and mail shape is anticipated.

During the transition period between Version 1 and full Version 2 deployment, ACS records could be produced by either system. Version 2 provides all existing ACS record elements plus the decoded 4-State Customer Barcode. Version 1 provides the barcode data also, but does not provide the COA name or Deliverability codes other than Q.

ACS Fulfillment File Media

Fulfillment files are provided electronically and posted on the USPS Rapid Information Bulletin Board System (RIBBS). Fulfillment files are provided to participating mailers daily, semiweekly, weekly, semimonthly, or monthly, depending on the mailer's requirements. A shipping notice file that lists the number of notifications provided accompanies the fulfillment file. Notifications are listed by Business Entity Identifier.

Fees

Participants are charged the automated address correction service fee for each OneCode ACS fulfillment record as listed in the DMM®. There are no other fees related to this service. The current per-record fee for OneCode ACS is the same as for traditional electronic ACS service, although the proposed new rates are significantly lower.

Billing

The San Mateo Accounting Service Center sends each OneCode ACS participant a monthly invoice. Payments must be submitted with a copy of the invoice within 30 days of the invoice date. Invoices carrying outstanding balances more than 30 days old are charged an annual interest rate of 10 percent.

Participation Requirements

Barcode Composition

These fields must have specific information inserted into the barcode to be properly processed as OneCode ACS.

Type	Field	Digits
Tracking Code	Barcode Identifier	2
	Service Type Identifier	3
	Customer Identifier (BEI)	6
	Sequence Number (Unique Mailpiece Identifier)	9
Routing Code	Delivery Point ZIP®	0, 5, 9 or 11

Barcode Identifier: This is a 2-digit field that is reserved for future use to encode the presort identification that is currently printed in human readable form on the Optional Endorsement Line (OEL) to provide additional functionalities. Initially, and until further notice to the contrary, this field should be left as “00” by OneCode ACS users. At a later date, the USPS may require the proper coding of this field.

Service Type Identifier: Mailers using the 4-State Customer Barcode to request OneCode ACS service must fill the Service Type Identifier field with the proper USPS-assigned 3-digit Special Service Code – as more services, classes and shapes become eligible, these options will expand:

Single or combined service	Service Type Identifier
OneCode ACS Address Service Requested	080
First Class Destination Confirm & Address Service Requested	140

Customer Identifier: To use OneCode ACS, you must include your BEI in the Customer Identifier field of the 4-State Customer Barcode. As part of the application process, a Business Entity Identifier (BEI) is assigned to identify the participant, or a mailer can choose to register one or more of their existing BEIs for use with OneCode ACS. BEIs consist of numeric characters and must be a part of the 4-State Customer Barcode in the appropriate positions on each mailpiece for which an electronic notification is requested. This BEI functions as the text ACS Participant ID used in the traditional ACS service.

Sequence Number: A unique numeric mailpiece identifier must be inserted in the Sequence Number field in the 4-State Customer Barcode, and functions as the existing ACS keyline. This identifier allows the mailer to electronically identify the customer at the receiver address and use this ID in their mailing lists or account files to apply the electronic address correction or notice of mailpiece return.

Routing Code: This field is the addressee's delivery point ZIP®. ZIPs that do not contain an 11-digit delivery point may not produce OneCode ACS records.

Barcode Application

The 4-State Customer Barcode must be applied at the top of the address block. This is to avoid positioning the original barcode with the potential to be covered by an applied forwarding label. OneCode ACS mail pieces do not require a Postnet barcode to qualify for automation rates. Instead, the certified 4-State Customer Barcode will be used for that qualification.

Endorsement

No printed endorsement or the generic endorsement to be announced are the only options available in Version 1.

Window Envelopes

Window envelopes are not required, but if they are used the mailer must ensure that slippage of contents within the window envelope meets USPS barcode requirements, and does not obscure the OneCode ACS 4-State Customer Barcode. It must always be visible within the window, regardless of content shift. As part of the approval process, the submitted mailpiece samples will be tapped on all sides *including the top* to test for shift. The readability of the barcode is critical to provide the mailer any service. Note that this does differ from normal Postal Service automation testing procedures but is solely for the benefit of our participants. An unreadable barcode will produce no address correction record.

Exceptional Address

The exceptional address format "Or Current Resident" or any of its other forms, whether presented with or without a customer name is not valid on any ACS service-modified mailpiece.

Notification Options

Mailpiece Endorsements

To receive OneCode ACS handling in this introductory version, First Class Mail® pieces will not require an on-piece ancillary service endorsement. The mail pieces' proper handling will vary depending on the age of the record, the endorsement option used in the barcode and the mailer profile, and the mail class.

There are two options within Address Service Requested. The Address Service Requested endorsement will be contained in the Service Type Identifier field of the 4-State Customer Barcode. The mailer's option will be indicated in the OneCode ACS mailer profile. The terms "Option 1 or Option 2" are not to be printed on the mailpiece and are not unique service codes in the 4-State Customer Barcode.

Barcode/Mailer Profile Endorsements

Address Service Requested

Option 1: *Forwardable Mailpieces*: During months **1 through 12** of the customer's move, the mailpiece is forwarded, and an electronic COA notification of new address is provided. During months **13 through 18**, the mailpiece is returned with new address attached. After month **18**, the mailpiece is returned with reason for nondelivery attached.

Undeliverable Mailpieces: Mailpiece returned with reason for nondelivery attached.

Option 2: *Forwardable Mailpieces*: During months **1 through 12** of the customer's move, the mailpiece is forwarded, and an electronic COA notification of new address is provided. During months **13 through 18**, the mailpiece is returned with new address attached, and a returned mailpiece notice is generated. After month **18**, the mailpiece is returned with reason for nondelivery attached and a returned mailpiece notice is generated.

Undeliverable Mailpieces: Mailpiece returned with reason for nondelivery attached and a returned mailpiece notice is generated.

Application Procedures

OneCode ACS Application, PS Form 3273:

1. Complete all sections. The application must be signed by the individual(s) at the company who is (are) responsible for billing.
2. Mailpiece title. This information is used to identify the BEI(s) assigned to your participating mailpieces.

Web Access Request Form, PS Form 1357-W:

This is the only fulfillment option available for OneCode ACS.

1. Check "ACS" at the top of the form.
2. Complete all sections.
3. Sign and date the form at the bottom and submit along with your Application Form.

Within 10 Days After We Receive Your Application:

1. You will receive a letter containing the assigned BEI (if you had to apply for one). Review this information for accuracy. If any of this information is incorrect, notify the ACS Department immediately.
2. If you are a new ACS participant, you may request a test file that allows your technical staff to examine correctly formatted ACS fulfillment records.

To activate your OneCode ACS Account for mailing:

1. Submit 50 mailpiece samples that have been modified to reflect the proper OneCode ACS coding. We will verify that all ACS information is placed correctly.

Warning: Failure to request activation prior to mailing will result in total elimination of any ACS electronic corrections, and no electronic address corrections will be provided.

2. Upon receipt and testing of your samples, we will notify you in writing of their acceptance or advise you of any necessary corrections. To expedite activation, you may request your code(s) to be activated upon approval of samples.
3. After final approval, **you must request activation of your participant code(s) at least 14 working days before your first OneCode ACS mailing.**

Note: Authorization and approval for OneCode ACS may be given only by the National Customer Support Center in Memphis, TN.

Printing Hardware and Software

The print quality needed produce a correct 4-State Customer Barcode may require new printing hardware and/or software. The Postal Service has developed an operating system independent encoder, but you may need to make additional changes to your printing software.

Barcode Quality and Content Results

Your mailpiece samples will be checked for readability and content, but do not imply any mailpiece design approval. All other mailpiece design elements must be submitted to a USPS Mailpiece Design Analyst for review.

For more information on the 4-State Customer Barcode, required forms, and for new releases of documentation and program information, please visit our website, <http://ribbs.usps.gov/OneCodeSOLUTION/>. This website contains FAQs, the 4-State Customer Barcode specification, and operating system independent encoder software. The ACS department at the National Customer Support Center can be reached at 800-331-5746.